

Chapter 3: Inclusion in Washington Management Service

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■ Definition of Manager

Positions are included in the Washington Management Service if they meet the following definition of manager as outlined in RCW 41.06.500 and WAC 356-56-002:

- Formulates statewide policy or directs the work of an agency or agency subdivision;
- Is responsible to administer one or more statewide policies or programs of an agency or agency subdivision;
- Manages, administers, and controls a local branch office of an agency or agency subdivision, including the physical, financial, or personnel resources;
- Has substantial responsibility in personnel administration, legislative relations, public information, or the preparation and administration of budgets; OR,
- Functionally is above the first level of supervision and exercises authority that is not merely routine or clerical in nature and requires the consistent use of independent judgment.

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■ Sample Agency Guidelines for Determining Inclusion

Formulates statewide policy or directs the work of an agency or agency sub-division.

- The position determines and/or actively participates in making policy which is applicable throughout the state.
- The position has the authority to develop, modify, or set policy. Not everyone who drafts policy fits this definition, but the definition may include those whose primary focus is the researching and drafting of policy at a senior professional level.
- The position directs the work of an agency or agency subdivision, including developing, devising, and preparing a principle plan or course of action for internal or external use.

Examples of positions in our agency that meet this definition:

Is responsible to administer one or more statewide policies or programs of an agency or agency subdivision.

- The position independently manages, directs, operates, or carries out statewide programs in accordance with broad policy statements and/or legal requirements.
- The position determines and/or actively participates in making policy, formulates long-range objectives and programs, integrates internal and external program and policy issues, and reviews the implementation of programs for conformance to policies and objectives.
- Duties include extensive analysis of systems, facts, figures, or similar information to determine the nature and scope of problems which need to be solved.

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Work involves revising old or originating new policies, procedures, and/or programs to deal with these problems and being accountable for the consequences.

- This portion of the definition would include those positions that are responsible for policies and/or programs on a statewide basis and would not include regional positions that are responsible to carry out policies and programs region-wide.

Examples of positions in our agency that meet this definition:

Manages, administers, and controls a local branch office of an agency or agency subdivision, including the physical, financial, or personnel resources.

- A branch office is located away from the principal office of an agency or agency subdivision and includes within it implementation of the policies and programs of the principal office. Not all remote locations or facilities would be considered branch offices under this definition. For example, a small maintenance shop or similar facility would probably not meet the definition of local branch office.
- The position exercises authority, regulates, directs, and influences a branch office. The position is responsible and accountable for program results and effective utilization of physical, financial, or personnel resources.
- The position manages, oversees, regulates, and/or supervises the implementation of programs and policies in a branch office.

Examples of positions in our agency that meet this definition:

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Has substantial responsibility in personnel administration, legislative relations, public information, or the preparation and administration of budgets.

- The position is typically at a professional level and provides advice and assistance in the formulation, implementation, and administration of policies.
- The position has responsibility for the integration of internal and external policies and programs.
- Positions under this definition perform one or more of these management staff functions a majority of the time, typically within a headquarters office.
- These positions would generally be senior level professionals.

Examples of positions in our agency that meet this definition:

Functionally is above the first level of supervision and exercises authority that is not merely routine or clerical in nature and requires the consistent use of independent judgment.

- The position supervises first- or higher-level supervisors who oversee, direct, or manage employees.
- The position has the authority to make decisions regarding the work processes and methods which will be used, without higher level approval. The authority exercised requires the use of independent judgement and is not prescribed, predictable, regular, or unvarying.
- Major duties and responsibilities are planning, coordinating, integrating, executing, controlling, and evaluating activities, functions, and sub-functions of an agency, including budget, policies, procedures, and supervision of first-level supervisors.

Examples of positions in our agency that meet this definition:

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Sample Letter: Notification of Inclusion in WMS

August 19, 1996

TO: Jane Doe

FROM: John Smith
Personnel Officer

SUBJECT: Washington Management Service Position

The purpose of this correspondence is to confirm that your position has been identified as meeting the definition of “manager” and will be included in the Washington Management Service (WMS). As you know, the Washington Management Service is a new system for managers in state government that provides greater flexibility in the recruitment, selection, and compensation of managers. The WMS also provides an enhanced managerial training and career development program and a performance appraisal system that emphasizes accountability and employee development.

I will be speaking with you in the near future regarding completion of the position description and job value assessment for your position. If you have any questions about the Washington Management Service, please let me know.

If you disagree with your position being designated as a WMS position, you may request an internal agency review by notifying the Personnel Office. Your position will be reviewed according to the agency review policy and procedure. If you disagree with the results of the internal agency review, you may, within 15 calendar days, make written request to the Director of Personnel for a final review. The decision of the Director of Personnel is final.